



18 APRIL 2012

Civil Engineer

QUARTERLY DORMITORY COMPETITION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications is available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 8 CES/CEA

Certified by: 8 MSG/CC
(Colonel Suzanne S. Kumashiro)

Pages: 8

This instruction implements AFD 32-60, *Housing*. It establishes the 8th Fighter Wing Commander's Quarterly Dormitory Competition Program. This instruction applies to all unit/staff agencies assigned to the 8th Fighter Wing, Kunsan AB, Korea. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Purpose and Objective. An effective dormitory competition provides an incentive for Airmen Dorm Leaders (ADL) and dormitory residents to improve and maintain their dormitories. It also provides an opportunity to identify areas for improvements, such as facility maintenance, health hazards, self-help projects, and quality of life programs. The Quarterly Dormitory Competition Program gives senior leadership the opportunity to become involved in the dormitory program and show their support for improving the quality of life for 8th Fighter Wing junior enlisted members. It will also provide an incentive award to units that demonstrate a superior dormitory program. Announced inspections will take place quarterly at the discretion of the 8 FW/CCC.

2. Organization and Responsibility. The 8 FW/CCC and 8th Civil Engineer Squadron, Housing Management (8 CES/CEAC) are responsible for administering the Quarterly Dormitory

Competition Program. All group/squadron commanders, group/squadron superintendents, and first sergeants will support the program.

2.1. The 8 CES/CEAC will:

- 2.1.1. Establish/Validate the inspection dates during the last week of each quarter with the 8 FW/CCC.
- 2.1.2. Assist the 8 FW/CCC with all administrative functions.
- 2.1.3. Tally the score sheets to determine the first and second place winners.
- 2.1.4. Notify the 8 FW/CCCE to have the first and second place winners announced at the 8th FW Quarterly Awards ceremony.
- 2.1.5. Ensure cash awards are spent in their entirety to purchase items requested by the winning dormitories.

2.2. The 8 FW/CCC will:

- 2.2.1. Notify all Group/CCC of inspection dates and rally locations.
- 2.2.2. In the event of a tie, review the score sheets in question and determine the winner.

2.3. The 8th Comptroller Squadron (8 CPTS) will:

- 2.3.1. Coordinate the quarterly transfer of \$1,500 from the 8 FW/CC's discretionary fund to 8 CES/CEAC government purchase card account.

3. The Quarterly Dormitory Recognition Program.

3.1. The nomination process is as follows:

- 3.1.1. All Airmen and NCO dormitories are eligible to compete each quarter.

3.2. The inspection process will be as follows:

- 3.2.1. The day prior to the conducting the dormitory inspections, 8 CES/CEAC will conduct the ADL evaluation using Attachment 4. The score they receive determines the ADL score on the dormitory evaluation checklist (see attachment 2 & 3).
- 3.2.2. Inspectors will gather at the rally location and be briefed by the 8 FW/CCC on the objective of the program, inspection schedule, dormitory evaluation checklist (see attachment 2 & 3), Airmen Dorm Leader evaluation checklist (see attachment 4), and scoring requirements.
- 3.2.3. The 8 FW/CCC and the Housing Element Chief will escort inspectors throughout the inspection.
- 3.2.4. Inspectors will collectively inspect and score each dormitory and one randomly selected room. Once each inspector has concluded their inspection of the dormitory, the entire group will proceed to the next dormitory until all have been inspected.
- 3.2.5. Upon conclusion of the inspection, the inspectors will discuss their findings and provide scoring results to the Housing Element Chief.

3.3. Recognition

3.3.1. 8 FW/CC will announce the results of the Dorm of the Quarter competition at the 8 FW Quarterly Awards Ceremony.

3.3.2. The first place dormitory will receive \$1,000 and the second place will receive \$500. All dormitories are eligible for competition each quarter regardless of previous awards received. Each dorm council must ensure they have a sound execution plan to spend the cash award immediately.

SCOTT L. PLEUS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-60, *Housing*, 16 Sep 2005

AFMAN33-363, *Management of Records*, 1 Mar 2008

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

ADL—Airmen Dorm Leaders

FW—Fighter Wing

NCO—Non Commissioned Officer

Attachment 2

DORMITORY EVALUATION CHECKLIST COMMON BATHROOM

A2.1. Evaluators will use the following checklist during the inspection.

Table A2.1. Dormitory Evaluation Checklist Common Bathroom

DORMITORY EVALUATION CHECKLIST	BLDG. NO.	SQUADRON:
SUBJECTIVE AREAS	MAXIMUM POINTS	SCORE/COMMENTS
1. Dormitory Involvement		
a. Is the dorm council actively involved in dorm improvement? Holding meeting? Minutes available? Do they have a plan to spend cash award?	10	
b. Airmen Dorm Leader: Score is dependent on ADL Evaluation Checklist (Attachment 2) .	10	
SUBTOTAL	20	
2. Common Areas		
a. Neat, clean, and well kept	10	
b. No dorm room furniture present	5	
b. Trash emptied	5	
c. Dayroom furniture/equipment/laundry room clean/well kept	10	
d. Counter tops/sinks/furniture/appliances clean and sanitary	10	
SUBTOTAL	40	
3. Facility Exterior		
a. Areas free of trash/debris	10	
b. Designated trash collection points clean	10	
c. Neat and well kept facility	10	
SUBTOTAL	30	
4. Individual Room		
a. Trash emptied	1	
b. Bed made	1	
c. Floor vacuumed/mopped	1	
d. Furniture/window seals dusted	1	
e. Refrigerator/microwave clean	2	
f. Bathroom clean	4	
SUBTOTAL	10	
TOTAL	100	

Attachment 3

DORMITORY COMMON KITCHEN EVALUATION CHECKLIST

A3.1. Evaluators will use the following checklist during the inspection.

Table A3.1. Dormitory Evaluation Checklist

DORMITORY EVALUATION CHECKLIST	BLDG. NO.	SQUADRON:	COMMENTS
SUBJECTIVE AREAS	MAX POINTS	SCORE	
1. Dormitory Involvement			
a. Is the dorm council actively involved in dorm improvement? Holding meeting? Minutes available? Do they have a plan to spend cash award?	10		
b. Airmen Dorm Leader: Score is dependent on ADL Evaluation Checklist (Attachment 2) .	10		
SUBTOTAL	20		
2. Building Common Areas			
a. Neat, clean, and well kept	10		
b. Dayroom clean / appropriate furniture	5		
b. Trash emptied Dayroom/Laundry Rooms	10		
c. Laundry Room clean/well kept	5		
d. Counter tops/sinks/furniture/appliances clean and sanitary	5		
SUBTOTAL	35		
3. Facility Exterior			
a. Areas free of trash/debris	10		
b. Designated trash collection points clean	5		
c. Neat and well kept facility	10		
SUBTOTAL	25		
4. Individual Room-Quads			
a. Trash emptied	3		
b. Bed made	1		
c. Floor vacuumed/mopped	1		
d. Furniture/window seals dusted	1		
e. Bathroom clean	4		
SUBTOTAL	10		
5. Quad Common Area			
a. Trash emptied	1		
b. Floors Moped	1		
c. Counter tops/sinks/furniture/appliances clean and sanitary	8		
SUBTOTAL	10		
TOTAL	100		

Attachment 4

AIRMEN DORM LEADER (ADL) EVALUATION CHECKLIST

A4.1. Evaluators will use the following checklist during the inspection.

Table A4.1. ADL Evaluation Checklist

AIRMEN DORM LEADER (ADL) EVALUATION CHECKLIST	BLDG. NO.	
SUBJECTIVE AREAS	MAXIMUM POINTS	SCORE
1. Dormitory Involvement		
a. Is the ADL actively involved in dorm council meetings/minutes available?	10	
SUBTOTAL	10	
2. Occupancy Reports/Occupant Folders.		
a. Check three rooms in occupancy report against resident folders for accuracy	10	
b. Check furniture in one room against AF Form 228	10	
SUBTOTAL	20	
3. Work Orders		
a. Are all work order (WO) #s entered into the consolidated WO spreadsheet?	5	
b. Are work orders tracked through completion?	5	
c. Is a open WO listing posted on the dorm bulletin board monthly?	5	
SUBTOTAL	15	
4. Safety		
a. Inspect fire safety folder	5	
b. Monthly inspections completed/annotated	2.5	
c. Visually inspect extinguishers/ops check exit signs on one floor	2.5	
SUBTOTAL	10	
5. Bay Orderly		
a. Are bay orderlies briefed on responsibilities daily?	5	
b. Are bay orderly briefings annotated?	5	
c. Are bay orderlies effectively utilized?	5	
d. Laundry room(s), dayroom(s) and kitchen(s) clean/free of debris	5	
e. Bldg entries/hallways/stairwells clean/free of debris	5	
SUBTOTAL	25	
5. Common Areas/Vacant Room (2 nd occupied room if none available)		
a. Check furniture in one room against AF Form 228	10	
b. Is room clean/ready to issue?	10	
SUBTOTAL	20	
TOTAL	100	

